

NAF PERSONNEL OFFICE (VAB)
MWR & VQ Oceana, Dam Neck Annex and Northwest Annex
IN-HOUSE VACANCY ANNOUNCEMENT

02/05/04

Does not confer to Civil Service Status

POSITION: Assistant Club Coordinator

ANNOUNCEMENT # VB-28-04

Grade: NF-1101-03

Salary: Negotiable

LOCATION: MWR Dept., Food & Beverage Division-Consolidated Clubs
MWR Dam Neck Annex, Virginia Beach VA 23461

CLOSING DATE: 02/12/04

AREA OF CONSIDERATION: MWR Dept., Food & Beverage Employees Only

(1) Position (s), Regular Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Assists with the economic and efficient day-to-day operation of the assigned facility, to include: overseeing and directing work, ensuring a safe and pleasurable environment for all patrons, ensuring the cleanliness and good repair of the facility, reporting any damages, mechanical or other breakage or malfunction, reporting of safety hazards. Serves as alternate fund custodian of the facility, ensuring the safety and appropriate use of funds, ringing/verifying registers, issuing and checking change funds, preparation and/or oversight of Daily Activity Reports and deposits, and assisting with procurement requests, internal controls, physical asset and/or resale/food and beverage inventories. Ensures the implementation of higher-level directives and regulations. Promotes, schedules, and manages other special events and programs necessary resources for the purchase of supplies, equipment and resale merchandise. Carries out necessary liaison with other staff officials that support Club activities, customer participation, marketing, purchase of equipment and accessories, etc. Responsible for acting on internal and patron problems with minimal adverse impact on functional programs. Performs other related duties as assigned. Assumes responsibilities for the Club Coordinator in his/her absence.

QUALIFICATIONS: A minimum five years in the food service industry, in positions of increasing responsibility. A minimum of three years in a documented supervisory or leader position. Education/training in the food service industry may be substituted for some of the experience requirements. Knowledge of the military MWR and/or NAF policies and procedures preferred. Must demonstrate ability to deal effectively with subordinates, supervisory and management officials and patrons. Ability to communicate verbally and in writing. Basic understanding of budgeting and activity level financial management. Ability to operate a personnel computer and perform basic word processing and spreadsheet tasks using Microsoft and catering specific software.

SPECIAL REQUIREMENTS: Must possess and maintain a current state driver's license, as travel is required. Must possess and maintain a health card. Must be certified in CARE training, and maintain annual sanitation and all other required training. Due to cash and inventory handling requirements, must successfully complete a National Agency Check or equivalent background screening upon selection and periodically thereafter. Irregular tours of duty (nights, weekends and holidays) are required.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Ave, Bldg 531 NAS Oceana, Virginia Beach VA 23460.

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)

